

INDIANA FIRE ACADEMY TRAINING SYSTEM
A Division of Homeland Security
Fire Officer I



Evaluator Handbook Fire Officer I skills

Reference material needed for this course:

NFPA 1021, 2014 Ed. Standard for Fire Officer Professional Qualifications
IFSTA Fire Department Company Officer, 5th Ed.

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Overview

This document is intended to provide guidance for Instructors and Evaluators for the Fire officer I certification. It provides detailed skill sheets for all of the associated Job Performance Requirements established in NFPA 1021 2014 Edition. There are thirteen skill sheets contained in this document. In addition, we have created templates and scenarios that can be used by instructors and evaluators when the candidates are completing their skills. For all of the skill sheets except Section 2 & 3 of Skill Sheet#1 instructor and evaluators can use the sample forms provided by IDHS or similar forms of their choosing as long as the information contained in the forms are the same. Some of the skill sheets require that candidate use scenarios provided by IDHS and for some the evaluator can choose to design their own. It is required that all skills be completed as outlined in the skill sheets and that all students receive a passing grade before taking the written exam. Completion method is outlined in each skill sheet and shall be adhered to in order for the candidate to qualify for certification. To avoid confusion each skill sheet completion method is outlined below;

Skill Sheet#1 Section 1 – Is to be completed as an out of class assignment and the structure is of the candidates choosing.

Skill Sheet#1 Sections 2-5 – Is to be completed as an in class exercise. The structure used in the emergency scenario should be the one used in Section 1. However if necessary, the evaluator can use one of the scenarios from the FOST certification system. Details explaining this exception are located in Skill Sheet#1. It is also required that all candidates use the written IAP provided and evaluators use the provided grading sheet for Sections 2 & 3. Section 5 the candidate completes a fire inspection and is an out of class assignment.

Skill Sheet#2 – This is to be completed as an out of class assignment and the evaluator can choose to use the scenario provided or they can create their own.

Skill Sheet#3 – A portion of this is to be completed as an out of class assignment and a portion to be conducted as an in class exercise. All candidates must use the criteria outlined in the skill sheet.

Skill Sheet#4 – This is to be completed as an in class exercise and the evaluator can choose to use the scenarios provided or can create their own as long as they meet the stipulations explained in the skill sheet.

Skill Sheet#5 – This is to be completed as an out of class assignment and the evaluator can choose to use the scenarios provided or can create their own as long as they meet the stipulations explained in the skill sheet.

Skill Sheet#6 – This can be completed as either an in class exercise or an out of class assignment and the evaluator can choose to use the scenarios provided or can create their own as long as they meet the stipulations explained in the skill sheet.

Skill Sheet#7 – This can be completed as either an in class exercise or an out of class assignment and all candidates must use the scenario provided by IDHS.

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Skill Sheet#8 – This can be completed as either an in class exercise or an out of class assignment and the evaluator can choose to use the scenarios provided or can create their own as long as they meet the stipulations explained in the skill sheet.

Skill Sheet#9 – This is to be completed as an out of class assignment and the evaluator can choose to use the scenarios provided or can create their own as long as they meet the stipulations explained in the skill sheet. All candidates shall use the same assignment.

Skill Sheet#10 – This can be completed as either an in class exercise or an out of class assignment and the evaluator can choose to use the scenarios provided or can create their own as long as they meet the stipulations explained in the skill sheet.

Skill Sheet#11 – This is to be completed as an out of class assignment and all candidates shall follow the stipulations outlined in the skill sheet.

Skill Sheet#12 – This is to be completed as an out of class assignment and all candidates shall follow the stipulations outlined in the skill sheet.

Skill Sheet#13 – This is to be completed as an out of class assignment and all candidates shall follow the stipulations outlined in the skill sheet.

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Skill Sheet #1 – Emergency Service Delivery

This skill sheet consists of four sections that tie together pre-incident, emergency response and post incident responsibilities of the Company Officer.

Section 1 – Students are to select a structure and develop a pre-incident plan to include a plot plan, building sketch and pertinent information. A basic pre-incident plan form will be provided for the students use. However, the Lead Instructor can choose to use departmental forms as long as all students have access to all forms utilized. The pre-incident plan must be a commercial structure. It is up to the Lead Instructor to decide if the students can select their own commercial structure, assign each student a commercial structure or assign the same commercial structure to all students. This section is to be conducted as an out of classroom exercise.

Section 2 & 3 – Both sections are to be conducted simultaneously. Using a digital photo of the commercial structure from Section 1 students are to be presented with a fire scenario where they will develop and implement an Incident Action Plan. They are to act as first in arriving officer where they will assume command, give a scene size up, establish incident priorities, establish strategies and tactics make assignments for their crew and give direction for incoming units. They are to use predetermined resources that are communicated in advance by the Evaluator. This incident is designed to cover the first 15 – 30 minutes of an incident and should follow the same general design as the exercises from the Fire Officer Strategy and Tactics class. This is to be done as a one on one oral session between an evaluator and the student. The Incident Action Plan shall be a written account of what was done during the oral session. The IAP form must be the one provided by IDHS. At the conclusion of the incident the student will conduct an oral Post Incident Analysis and also complete a PIA form. The PIA form can be one provided or one used by the AHJ. If the Instructor/Evaluator is unable to convert a digital photograph into a simulated fire scene they can use one from the FOST scenarios. This is not the preferred method but can be accomplished. If this is the case the IAP will come from the scenario they completed during the in class session. They will still be required to complete a pre-plan on a commercial facility as described in Section 1. This section is to be completed as an in class exercise.

Section 4 – Students will use the incident from Sections 2 & 3 and explain what steps they would take as the Company Officer to secure the scene and preserve evidence. They will also explain the circumstances necessary to call for investigators. This will be completed in class following Section 2 & 3.

Section 5 – Students are to select a structure and fire inspection using departmental procedures and forms. It is up to the Lead Instructor to decide if the students can select their own commercial structure, assign each student a commercial structure or assign the same commercial structure to all students. This section is to be conducted as an out of classroom exercise.

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Section 1 - Emergency Service Delivery

Develop a pre-incident plan, given an assigned facility and preplanning policies, procedures, and forms, so that all required elements are identified and the approved forms are completed and processed in accordance with policies and procedures.

Execute routine unit-level administrative functions, given forms, and record management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures

Directions

Candidate will create a pre-incident plan for a specific fire facility. Candidate will demonstrate compliance with pre-planning policies and procedures. All necessary elements of the pre-incident plan will be included in the appropriate forms or reports.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Facility
- Pre-incident planning and procedures
- Pre-incident plan forms or reports
- Identification for business owners when obtaining pre-incident plan data

Task Steps	
1.	Initiate initial contact with courtesy and professionalism
2.	Obtain cooperation by emphasizing the reasoning behind the plan
3.	Exhibit professional appearance and demeanor for the site visit
4.	Use evaluative methods
5.	Include all elements of the pre-incident plan according to policy
6.	Produce completed plan using the appropriate forms and reports <ul style="list-style-type: none">• Owner/Contact Information• Detailed Drawing (floor plan, show utilities, suppression system etc...)• Plot Plan (overhead view to include hydrant locations where applicable)• Construction Details (age of structure, construction type and features)• Known Hazards (Haz-Mat storage, HVAC on roof etc...)
7.	Communicate effectively using both verbal and written methods

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Section 2 - Emergency Service Delivery

Develop an initial action plan, given size up information for an incident and assigned emergency response resources, so that resources are deployed to control the emergency.

Implement an action plan at an emergency operation, given assigned resources, type of incident, and a preliminary plan so that resources are deployed to mitigate the situation.

Directions

Candidate will develop and implement an initial action plan for an emergency incident scenario. Candidate must be able to analyze emergency scene conditions, to allocate resources, communicate verbally and in writing, operate within an emergency management system, supervise and account of assigned personnel so that resources are effectively deployed to mitigate the situation. This is to be completed during an in class session as a one on one scenario with a qualified evaluator. Candidate will complete a written Incident Action Plan and will use the Practical Skills Form from the FOST certification program. Grading of this section will be accomplished by using the evaluator form from the FOST certification.

Equipment & Materials

- Emergency incident scenario including type of incident, size-up information and assigned resources

Task Steps	
1.	Develop and implement an effective action plan
2.	Analyze and use information gained in size-up
3.	Utilize resources in a reasonable, safe and prudent manner
4.	Maintain supervision and accountability for personnel
5.	Communicate effectively using both verbal and complete a written IAP
6.	Implement and operate within the emergency management system
7.	Utilize localized evacuation procedures

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Section 3 - Human Resource Management

Assign tasks or responsibilities to unit members, given an assignment at an emergency operations, so that the instructions are complete, clear and concise; safety considerations are addressed; and the desired outcomes are conveyed.

Develop and conduct a post-incident analysis, given a single unit incident and post-incident analysis policies, procedures and forms, so that all required critical elements are identified and communicated, and the approved forms are completed and processed in accordance with policies and procedures

Directions

The candidate will assume the role of company officer supervising the first-due fire company at a structure fire. Candidate will assign tasks or responsibilities in a complete, clear and concise manner so that safety considerations are addressed and desired outcomes are conveyed. The candidate will then conduct a post-incident analysis of the incident using proper policies and procedures.

Task Steps	
1.	Assume command and give a thorough size up <ul style="list-style-type: none">• Size of structure• Percentage of involvement• Initial assignments
2.	Determine incident priorities and initial strategic goals <ul style="list-style-type: none">• Rescue• Water Supply• Fire Attack
3.	Assign tasks or responsibilities to unit members at an emergency. Give instructions that are complete, clear and concise
4.	Confirm understanding of assignments
5.	Convey desired outcomes
6.	Efficiently utilize personnel and equipment available to the company
7.	Conduct a post-incident analysis using proper policies, forms and procedures

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Section 4 - Inspection and Investigation

Secure an incident scene, given rope or barrier tape, so that unauthorized persons can recognize the perimeters of the scene, are kept from restricted areas, and all evidence or potential evidence is protected from damage or destruction. .

Candidate will assume the role of Fire Dept Officer and will use the fire scene from the previous section and will explain how they will secure the scene and evidence. They will complete the required reports and demonstrate the proper procedure for calling an investigator.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Real or simulated fire scene

Task Steps	
1.	Explain how to secure the fire scene to protect evidence <ul style="list-style-type: none">• Placement of barrier tape• Steps to take of protecting evidence
2.	Establish need for investigator and use proper methods to request one

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

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Section 5 - Inspection and Investigation

Describe the procedures of the AHJ for conducting fire inspections, given any of the following occupancies, so that all hazards, including hazardous materials, are identified, approved forms are completed, and approved action is initiated:

- (1) Assembly**
- (2) Educational**
- (3) Health care**
- (4) Detention and correctional**
- (5) Residential**
- (6) Mercantile**
- (7) Business**
- (8) Industrial**
- (9) Storage**
- (10) Unusual structures**
- (11) Mixed Occupancies**

Candidate will assume the role of Fire Dept Officer and will conduct a building inspection using departmental procedures and complete forms.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Building
- Company Fire Inspection Policies
- Company Fire Inspection Forms

Task Steps	
1.	Initiate initial contact with courtesy and professionalism
2.	Obtain cooperation by emphasizing the reasoning behind the plan
3.	Exhibit professional appearance and demeanor for the site visit
4.	Include all elements of fire inspections applying appropriate codes and standards
5.	Produce completed written fire inspection using the appropriate form and reports
6.	Communicate effectively using both verbal and written methods

Prevent or prohibit any unsafe acts.

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Skill Sheet #2
Human Resource Management

Assign tasks or responsibilities to unit members, given an assignment under non-emergency conditions at a station or other work location, so that the instructions are complete, clear and concise; safety considerations are addressed and the desired outcomes are conveyed

Coordinate the completion of assigned tasks and projects by members, given a list of projects and tasks and the job requirements of subordinates, so that the assignments are prioritized, a plan for the completion of each assignment is developed, and members are assigned to specific tasks and supervised during the completion of the assignments.

Directions

The candidate will assume the role of a company officer supervising four firefighters at a substation. The candidate will be presented with a list of daily assignments that are to be completed. The assignment will be to assign specific tasks and resources to each individual firefighter, provide for adequate supervision and safety considerations, so that the company's assignment is completed. Make a written plan of what specific tasks and resources are assigned to each firefighter. Establish an order of priority of tasks and a timeline for completion. Evaluators can choose to use the assignment provided by IDHS or create one of their own. The company will remain run-ready at all times. This assignment will be completed as an out of class exercise.

Equipment & Materials

- List of daily assignments

Task Steps	
1.	Establish reliable method of alerting company for emergency runs
2.	Establish a priority and estimated timeline for each assignment
3.	Provides appropriate safety equipment to each member based on task
4.	Give instructions that are clear, concise and precise
5.	Efficiently utilize personnel and equipment available to the company
6.	Provide supervision of each member
7.	Create a written plan that fully accomplishes the assignment

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Skill Sheet #3, Human Resource Management

Direct unit members during a training evolution, given a company training evolution and training policies and procedures, so that the evolution is performed safely, efficiently and as directed

Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

Directions

The candidate will obtain or develop a training outline and lesson plan that is at least 2 hours in length and must contain at least 2 cognitive objectives and 2 psychomotor objectives. Candidates shall develop or obtain a class evaluation that is to be used during a live skill session in class. The outline, lesson plan and class evaluation must be written out and submitted in class. Candidates will conduct training on one psychomotor objectives contained in their outline. It should be approximately 10 minutes in length. A class evaluation shall be completed by those that attended the training. The candidate will communicate verbal instructions to the company, so that the evolution is safely and efficiently performed according to applicable policy and procedures. The outline and lesson plan are to be completed outside of class and the skill training shall be completed in class. The candidate shall complete and submit a roster to AHJ.

Equipment & Materials

- Training Outline
- Training Audience
- Associated Training Equipment
- Training Report

Task Steps	
1.	Obtain or develop a written class outline and lesson plan
2.	Give understandable verbal instructions to the company members
3.	Conduct the evolution in a safe and efficient manner
4.	Ensure compliance with applicable policies and procedures
5.	Address improper methods or mistakes made by company members
6.	Direct students to complete class evaluation and roster
7.	Deliver evaluation and roster to AHJ

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Skill Sheet #4, Human Resource Management

Recommend action for member-related problems, given a member with a situation requiring assistance and the member assistance policies and procedures that the situation is identified and the actions taken are within the established policies and procedures

Apply human resource policies and procedures, given an administrative situation requiring action, so that policies and procedures are followed.

Directions

The candidate will assume the role of company officer. Candidate must listen carefully to determine the true nature of the problem. Candidate will determine an initial course of action (within the company officer scope of authority), explain the course of action to the member, and make appropriate verbal notification and written documentation to the company officer's next in line supervisor. This session will be completed in class as a role playing exercise. All candidates must complete two scenarios one of which shall be an incident involving critical incident stress and the other shall be conflict related. Evaluators can choose to use one of the scenarios we have provided or they can create their own as long as the intent of the standard is met.

Equipment & Materials

- Policies and Procedures

Task Steps	
1.	Ensure the privacy of conversation between officer and subordinate
2.	Understand and apply knowledge of post-critical incident stress
3.	Relate interpersonally, demonstrate a caring, mature, and responsible attitude
4.	Adhere to applicable policies and procedures
5.	Make verbal notification to officer's supervisor as soon as possible
6.	Make a good faith written recommendation for further action

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Skill Sheet #5, Community and Government Relations

Initiate action on a community need, given policies and procedures, so that the need is addressed.

Directions

Candidate will respond to a community need. The candidate will answer the need accurately, courteously, and in accordance with policies and procedures. The candidate will complete a written program. The candidate can use the assigned topic provided by IDHS or a topic assigned by the Instructor or Evaluator. This will be accomplished as an out of class assignment.

Equipment & Materials

- Policies and Procedures
- Scenario attached

Task Steps	
1.	Demonstrate understanding/compliance with the need
2.	Demonstrate familiarity with public relations
3.	Respond to the community need accurately and in a timely fashion
4.	Demonstrate the ability to develop a program <ul style="list-style-type: none">• Address the need• Develop the program• Ensure resources are determined• The program shall have clear objectives and are in line with the target audience
5.	Demonstrate the ability to communicate verbally

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Fire and Emergency Services Company Officer

Skill Sheet #5
Community and Government Relations

Name _____ **Date** _____

Introduction

The most cost-effective method to enhance a fire department's public image is the implementation of a public fire and life safety education program. It is an ideal way for the organization to provide a valuable public service while allowing a positive interaction with the community. The company officer must be able to assess the needs of the community that is served and know how to most effectively deliver the program that has been identified.

Directions

Your department has been approached by a summer camp director in your area about putting together a fire safety program for the summer camp participants. The age of the audience will be from 8 – 10 years old. The director would like this to be a four week series. The children would visit your station once a week for four weeks. Each week would focus on a different aspect of fire/home safety. Your Fire Chief is in favor of this idea and has directed you to develop a program to include activities that will entertain as well as educate the children. He would also like you to create an informational flyer for the children to take home to their parents. Each session should be approximately an hour long. You are to develop this program and submit it for review.

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Skill Sheet #6, Community and Government Relations

Initiate action to a citizen's concern, given policies and procedures to that the concern is answered or referred to the correct individual for action and all policies and procedures are complied with.

Directions

The candidate will assume the role of a Company Officer when a citizen comes into the fire station to file a complaint. Candidate will receive the complaint, provide an immediate verbal response to satisfy the citizen's desire that something is to be done, and follow up by initiating proper action according to policy. Candidate shall utilize policies and procedures from their department. Candidate shall provide a written report detailing how he/she will deal with the problem. Evaluators can choose to use the scenario provided or can develop their own. This can be completed as an out of class assignment or an in class exercise.

Materials needed

- A citizen concern
- Policy and procedures

Task Steps	
1.	Give serious and immediate attention to the citizen's complaint
2.	Demonstrate the ability to communicate verbally
3.	Demonstrate familiarity with public relations
4.	Outline the steps that would be taken to ensure a reasonable resolution <ul style="list-style-type: none">• Explain the steps that will be taken to resolve the issue• Explain what will happen if the citizen is satisfied with the resolution and how a repeat occurrence will be avoided• Explain what will happen if the citizen is not satisfied with the resolution• Complete a written report of the incident

Contact the Lead Evaluator at any time with any questions

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Skill Sheet #7, Community and Government Relations

Respond to a public inquiry, given the policies and procedures, so that the inquiry is answered accurately, courteously and in accordance with applicable policies and procedures.

Directions

Candidate will assume the role of a Fire Department Officer and respond to a public inquiry. Candidate will answer the inquiry accurately, courteously, and according to established policies and procedures from the candidate's fire department. Evaluators can use the scenario provided by IDHS or one developed by the Instructor. All candidates must use the same scenario. This can be completed as an out of class assignment or an in class exercise.

Materials needed

- A citizen inquiry
- Policy and procedures

Task Steps	
1.	Demonstrate understand/compliance with policies and procedures
2.	Answer the public inquiry accurately <ul style="list-style-type: none">• Explain where all necessary information will be obtained• Explain what the information reveals in relation to the inquiry• If the inquiry does not result in a positive resolution explain the steps necessary to address any deficiencies noted
3.	Demonstrate ability to relate interpersonally
4.	Demonstrate effective written communication
5.	Respond to the public inquiry in a timely fashion
6.	Complete a written report that details the inquiry listing any deficiencies noted and steps to resolve them

Prevent or prohibit any unsafe acts.

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Skill Sheet #8, Administration

Recommend change to existing departmental policies and/or implement a new departmental policy at the unit level, given a new departmental policy, so that the policy is communicated to and understood by unit members.

Candidate shall complete a change to an existing policy or create a new one. A change request shall be completed outlining what should be changed a justification for the change. The request for policy change shall be completed as an out of class assignment. Evaluator's can choose to use the policy change provided by IDHS or can create their own. Necessary policies should be from the candidates department. The candidate will then conduct training on any changes made to the policy to his/her crew. This training can be conducted as an out of class assignment at the candidate's fire station or can be accomplished as an in class exercise. If the training is to be completed as an out of class assignment then a complete report of training shall be turned in with the policy change request. Candidate will assume the role of a Company Officer providing this policy as new information to the company members.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Company members
- Dept policy or procedure
- Forms or report required by the policy

Task Steps	
1.	Develop a change to an existing policy or create a new one and complete a policy change request
2.	Provide adequate justification for the change
3.	Show understanding of the new policy
4.	Describe new policy in a manner understandable to the members
5.	Demonstrate ability to relate interpersonally
6.	Construct an electronic communication to department members (the Lead instructor/evaluator) explaining the new policy why the new policy is necessary

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Skill Sheet #9, Administration

Prepare a budget request, given a need and budget forms, so that the request is in the proper format and is supported with data.

Directions

Candidate will create a budget request using the proper forms, procedures and supporting data to be submitted to the proper budget coordinator. Evaluators use the budget request provided by IDHS or can create their own. All candidates shall be given the same assignment. Candidates shall create a materials list and obtain actual pricing for the materials listed. Policies should be from the candidates department. This is to be completed as an out of class assignment.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Specific facility
- Budget planning policy and procedures
- Budge forms or reports

Task Steps	
1.	Obtain proper request forms and procedures
2.	Research pricing for budget
3.	Obtain supporting data to the budget request
4.	Develop and organize an outlined budget plan
5.	Produce completed written plan using the appropriate forms and reports
6.	Submit complete budge packet to proper budget coordinator

Prevent or prohibit any unsafe acts.

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Skill Sheet #10, Health and Safety

Apply safety regulations at the unit level, give safety policies and procedures, so that required reports are completed, in-service training is conducted and member responsibilities are conveyed.

Conduct an initial accident investigation, given an incident and investigation forms, so that the incident is documented and reports are processed in accordance with policies and procedures.

Candidate will assume the role of Fire Dept. Company Officer and will conduct an initial accident investigation involving a fire dept. vehicle, or personal injury. Provided with an actual or simulated accident scenario, complete required reports using the information provided in the scenario, make recommendations on preventing future similar accidents, and convey responsibility for the accident to the appropriate person, candidate will identify safety hazards or unsafe behaviors that may have contributed to the accident. Safety and Investigative policies should be from the candidates department. Evaluators can use scenarios provided by IDHS or create their own. This can be accomplished as an in class role-plays exercise or an out of class assignment.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Safety policies and procedures
- Persons to act as witnesses if necessary
- Actual or simulated scenario complete with circumstances or witness statements to be presented as the candidate performs the investigation
- Investigative policies and procedures
- Accident report forms

Task Steps	
1.	Freeze apparatus in position to conduct investigation (if necessary)
2.	Make appropriate accident notifications according to policy
3.	Utilize all available resources to document accident conditions
4.	Orally interview witnesses, including driver/operator to obtain facts
5.	Identify factors contributing to the accident
6.	Complete appropriate written forms, reports, statements per required policy

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Skill Sheet #11, Administration

Explain the needs and benefits of collecting incident response data, given the goals and mission of the organization, so that incident response reports are timely and accurate.

Candidate shall obtain run data from their organization for the previous 100 incidents. Candidates shall break down the information by types of calls and times of day. Candidates shall provide a written report on the data collected and identify any trends and the needs and benefits of collecting data. Candidate shall explain the findings to the evaluator. This is to be done as an out of class assignment.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Run data
- Agency mission

Task Steps	
1.	Obtain run data
2.	Categorize data by type of call and time of day by use of a spreadsheet or database program
3.	Prepare a written report to explain findings and identify possible benefits of the data

Prevent or prohibit any unsafe acts.

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Skill Sheet #12, Health and Safety

Explain the benefits of being physically and medically capable of performing assigned duties and effectively functioning during peak physical demand activities, given current fire service trends and agency policies, so that the need to participate in wellness and fitness programs is explained to members.

Candidates shall prepare a written report that explains the benefits of being physically and medically fit. The report shall also include a summary of their agencies physical and medial fitness policies and whether it is affective and any changes they would recommend. Candidate shall turn in the written report and provide a short oral presentation to the class.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Agency Policies

Task Steps	
1.	Read and understand applicable policies
2.	Prepare a written report
3.	Conduct an oral presentation (3-5 minutes)

Prevent or prohibit any unsafe acts.

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Skill Sheet #13, Administration

Explain the purpose of each management component of the organization, given an organization chart, so that the explanation is current and accurate and clearly identifies the purpose and mission of the organization.

Candidates shall provide an agency organizational chart. Candidates shall provide an oral explanation of their agencies organizational structure and identify the different management components and how they fit into this model. This is to be conducted as an in class exercise.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Agency Organization Chart •

Task Steps	
1.	Obtain an organizational chart
2.	Conduct an oral presentation (3-5 minutes)

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Skill Sheet #14, Administration

Execute routine unit-level administrative functions, given forms and record-management systems, so that the reports and logs are complete and files are maintained in accordance with policies and procedures.

Candidates shall provide an agency organizational chart. Candidates shall provide an oral explanation of their agencies organizational structure and identify the different management components and how they fit into this model. This is to be conducted as an in class exercise.

For this skills evaluation checklist, students will need:

Equipment & Materials

- Agency Organization Chart •

Task Steps	
1.	Obtain an organizational chart
2.	Conduct an oral presentation (3-5 minutes)

Prevent or prohibit any unsafe acts.

Contact the Lead Evaluator at any time with any questions

Remember, you are an evaluator, not a trainer